

**Zonta International – District 12  
October Board Meeting Minutes  
October 4 and 6, 2013  
Cañon City, Colorado**

**FRIDAY, OCTOBER 4, 2013**

**CALL TO ORDER:**

The District 12 Board Meeting was called to order at 2:00 p.m. on Friday, October 4, 2013 by Governor Sheila Davis at the Abbey Event Center in Cañon City, Colorado.

**ROLL CALL:**

The following **voting** members of the District 12 Board were present: Governor Sheila Davis, Lt. Governor Marcy O’Toole, Treasurer Bridget Masters, Area 1 Director Reneé Coppock, Area 2 Director Deedee Boysen, Area 3 Director Debbie Squires and Area 4 Director Janet Bergin. All voting members were present. It was determined that a quorum was present.

The following **non-voting** members also were present: Secretary Denise Luckhurst, Parliamentarian Ann Hefenieder, Area 2 Vice Director Michelle Ammerman, Area 3 Vice Director Ann Hodgson, Area 4 Vice Director Linda Hawkins, Bylaws & Resolutions Chair Deb Beatty, External Communications Co-Chair Andrea Hovey, Advocacy/United Nations Chair Jane Page, Historian/Archivist Barb Pellegren, Service Chair Ann Hodgson, Webmaster Susie Nulty, Nominating Committee Chair Nikki Headlee and Centurion Mary Benoit.

Also present was Joy Orlich, Zonta International Director 2012-2014 and the District 12 Liaison.

**INTRODUCTIONS:**

Ms. Davis introduced Joy Orlich, Zonta International Director 2012-2014. Ms Orlich is a member of the Zonta Club of Greater Reno. Ms. Davis presented Ms. Orlich with a District 12 pin.

**INSTALLATIONS:**

Ms. Davis installed Linda Hawkins as the Area 4 Vice Director and Ann Hodgson as the Area 3 Vice Director.

**HOTEL ROOM REIMBURSEMENTS:**

Secretary Denise Luckhurst distributed a form for board members to request reimbursement of their room cost from the Zonta Club of Royal Gorge.

**REVIEW OF DISTRICT CONFERENCE AGENDA AND SCRIPT:**

Ms. Davis led a review of the District Conference agenda and script. At the suggestion of Ms. Orlich, the roll call on Saturday will be separated from clubs reporting their plans for

reaching their Net +1 Membership Goals. There was discussion of how nominations for positions should be taken from the floor. Nominating Committee Chair Nikki Headlee will call for nominations from the floor before break, so that any prospective candidates can be vetted and given an opportunity to address the delegates. Ms Orlich suggested that the Parliamentarian be seated beside the Governor at the Head Table. Parliamentarian Ann Hefeneider was switched with Secretary Denise Luckhurst on the seating chart.

Ms. Luckhurst will do the Governor's Seminar evaluation electronically via Survey Monkey.

Area 1 Director Reneé Coppock distributed the new District 12 directories. Ms. Davis thanked Reneé and her firm for donating the printing of the directories. Ms. Coppock also distributed "Blazing Trails for Zonta's Future" t-shirts.

The board meeting was recessed until Sunday, October 6, 2013, following the close of the 2013 District 12 Conference.

### **SUNDAY, OCTOBER 6, 2013**

#### **CALL TO ORDER:**

The District 12 Board Meeting was reconvened at 12:05p.m. on Sunday, October 6, 2013 by Governor Sheila Davis at the Abbey Event Center in Cañon City, Colorado.

#### **ROLL CALL:**

The following **voting** members of the District 12 Board were present: Governor Sheila Davis, Lt. Governor Marcy O'Toole, Treasurer Bridget Masters, Area 1 Director Reneé Coppock, Area 2 Director Deedee Boysen, Area 3 Director Debbie Squires and Area 4 Director Janet Bergin. All voting members were present. It was determined that a quorum was present.

The following **non-voting** members also were present: Secretary Denise Luckhurst, Parliamentarian Ann Hefenieder, Area 1 Vice Director Teresa Forbes, Area 2 Vice Director Michelle Ammerman, Area 3 Vice Director Ann Hodgson, Area 4 Vice Director Linda Hawkins, External Communications Co-Chair Andrea Hovey, Advocacy/United Nations Chair Jane Page, Service Chair Ann Hodgson, Webmaster Susie Nulty and Centurion Mary Benoit.

Also present was Joy Orlich, Zonta International Director 2012-2014 and the District 12 Liaison.

#### **INTRODUCTIONS:**

Ms. Davis introduced Terri Otley, District 12 Treasurer Elect and Michelle Médal, Area 3 Vice Director Elect as guests to the meeting. Ms. Davis presented gifts to Treasurer Bridget Masters and Ms. Otley for being "Zonta Cheerleaders" during the Saturday evening banquet.

## **DISCUSSION OF DISTRICT 12 CONFERENCE:**

Ms. Davis led the board in a discussion of the District Conference and asked for one thing that worked well and one thing that could be improved. International Director Joy Orlich remarked that it was a good conference. She liked hearing from clubs on membership, advocacy and archiving. It gave participants ideas to take back to their clubs. She suggested that we do a First Time Attendee Orientation and also provide ribbons for their name tags.

The things that worked well included:

- Conference sessions were well timed and kept on schedule
- Having the raffle drawings on Saturday evening avoided tickets holders leaving before the drawings on Sunday morning
- Excellent speakers
- Informative Leadership Training
- Food and wines were outstanding
- No entertainment Saturday evening
- Venue
- Joy Orlich's presentation on the Zonta International Board and Lucy Stefan
- Tour of the Abbey
- No Board Reports
- Clubs reporting on what they are doing for Net +1 Membership Goals, Advocacy and Archiving.

The things that could be improved included:

- Timing club representatives when they are doing club reports
- Remind speakers how much time they have before the reports start
- Have a microphone at the Memorial Service
- Prefer to have the meeting rooms and the room accommodations at the same location
- Have an ice-breaker on Friday night to get people mingling
- Have delegate training. Consider this as a leadership training session 3 weeks before the conference
- Remind clubs what they are to report on and encourage them to bring a prepared report to avoid wandering
- Time elapsed signs should be closer or bigger so the candidates can see them
- Credentials Check-In was confusing. Clarify that all board members, even non-voting members need to check in at Credentials
- Governor Fellowship on Saturday evening should be more well defined
- A 1 minute speech for unopposed candidates was not adequate

## **APPROVAL OF MINUTES:**

Secretary Denise Luckhurst electronically distributed copies of the minutes from the June 2013 Board meeting, the email vote on the 2013 District Conference budget, the email

vote for the loan of seed money to Area 3 clubs for a “Zonta Says NO” event, the email vote for the approval of the 2011 District Conference Minutes and the email vote for the approval of the amended 2011 District Conference Minutes. Ms. Davis called for any questions or changes to the minutes. There was no discussion.

MOTION: Area 2 Director Deedee Boysen moved to approve the minutes as distributed. Area 3 Director Debbie Squires seconded the motion. A voice vote followed. There were 7 ayes. The motion carried.

#### **TREASURERS REPORT:**

Treasurer Bridget Masters distributed and reviewed the District 12 financial reports, as follows: Treasurer’s Report for 6/1/2013 – 9/30/2013 and Operations Budget Comparison for 6/1/2013 – 9/30/2013.

Ms. Medal asked about the cash balance. Ms. Masters said that \$5,000 a year for 3 years for a total of \$15,000 would be put in reserve for emergencies.

Area 1 Vice Director Teresa Forbes asked about the process of requesting a grant from the Education Fund and what was a reasonable request. The process will be publicized to the clubs so there is a better understanding of the process and the purpose of the fund.

MOTION: Lt. Governor Marcy O’Toole moved to accept the financial reports as presented. Area 2 Director Deedee Boysen seconded the motion. A voice vote followed. There were 7 ayes. The motion carried.

Ms. Masters told the members that the Zonta Club of Royal Gorge would be reimbursing members for their hotel costs.

#### **ACTION ITEMS:**

Ms. Davis led a review of the Action Items.

**#17 Check with Clubs on any resigning members for the Governor to contact.**

This action item is ongoing. Ms. Davis will be happy to call any resigning members. Club Presidents should contact Ms. Davis.

**#20 Document a procedure/process for awarding the Service Award.**

On Hold.

**#27 Document the definition and process for making a Financial Reserve Fund**

Completed. This process was included in the updated District 12 Policies & Procedures Manual that was approved by the conference delegates. Ms. Coppock asked how the reserve would show on the Financial Statements and Budget. Ms. Masters said it would show as a separate item.

**TRANSITIONAL BOARD MEETING:**

The Transitional Board Meeting will be held on June 6 – 8, 2014. The KINGSTONE Resort is being sold. There was discussion of possible locations. The YMCA in Estes Park was mentioned, but there was concern if the roads would be open by June of 2014. Ms. Boysen will inquire about possible locations in the Laramie, Fort Collins and Greeley areas. Ms. Davis and Ms. Luckhurst will provide more information when it is available.

**DISTRICT 12 GOOGLE CALENDAR:**

The redesigned District 12 website makes use of Google Calendar. At this point, Ms. Davis and Webmaster Susie Nulty can update the calendar. There was discussion of who should be allowed to update the calendar.

MOTION: Area 4 Director Janet Bergin moved to allow the Area Directors to update events on the District 12 website using Google Calendar. Treasurer Bridget Masters seconded the motion. A voice vote followed. There were 7 ayes. The motion carried.

Ms. Nulty will contact the Area Directors and provide instructions on how to add events.

The Outreach will be coming out in November. Ms. Davis will send out information on what she would like from board members for the newsletter. The Winter Board Meeting Conference Call will be held Saturday, January 4, 2014.

**ADJOURNMENT:**

The District 12 Board meeting was adjourned at 1:00 p.m.

Respectfully submitted,

*/s/ Denise Luckhurst*

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Denise Luckhurst, District 12 Secretary